

SMUFU Equity and Diversity Committee – Terms of Reference

1. Status & Role:

The SMUFU Equity & Diversity Committee will be responsible for gathering and sharing information from members for the purpose of promoting equity, diversity, and inclusivity on behalf of the SMU Faculty Union.

The Committee will identify areas that require a focus on equity and diversity in the workplace based on verbal and written communication received from members.

The Committee will make recommendations to the SMUFU Executive based on the feedback received and make reports to the general membership.

The Committee Chairperson will consult and work in collaboration with the SMUFU Executive.

2. Composition

The Committee shall be composed of up to 7 persons, including:

- The Chair
- Five SMUFU members. Whenever possible, one member chosen from each of the following groups:
 - Women
 - Aboriginal people
 - Visible Minorities
 - Persons with Disabilities
 - Lesbian, Gay, Bisexual, Transgendered, or Queer
- SMUFU Executive may elect to have one representative, ex-officio

The tenure of the members shall normally be two years and is renewable.

The Chairperson of the SMUFU Equity and Diversity Committee will be appointed by the SMUFU Executive Committee. Other members of the SMUFU Equity and Diversity Committee will be appointed by the SMUFU Executive Committee under the recommendation of the SMUFU Equity and Diversity Committee Chairperson.

3. Functions

The Committee will consult with SMUFU members to gather information regarding equity and diversity in the workplace. Information gained will be used for the implementation of guidelines, policies, best practices, and actions for enhancing equity and diversity.

The Committee will compile and report responses from members to the SMUFU Executive for the purpose of enhancing inclusivity of faculty in the workplace.

Approved by SMUFU Executive, September 9, 2014

4. Mode of operation

The committee shall meet at least twice per calendar year.

A quorum for meetings of the Committee is 50% of its members.

5. Reporting

The Committee shall report, both verbally and in writing, to the SMUFU Executive through the Committee Chairperson.

The Committee Chairperson shall prepare and submit a summary report of activities once per calendar year.

6. Confidentiality

The SMUFU Equity and Diversity Committee shall exercise discretion when gathering and reporting information about SMUFU members. The Committee members should abide whenever possible or when required to the CAUT Policy Statement on Confidentiality in the Grievance Process.